



## Nineteenth Judicial Circuit of Florida

Serving Indian River, Okeechobee, Martin, and St Lucie Counties

### Administrative Office of the Courts

## JOB ANNOUNCEMENT

**POSITION:** Program Coordinator – Problem Solving Courts  
County Position# 041543

**LOCATION:** To-Be-Determined  
Position also travels to other locations within the judicial circuit.

**SALARY:** \$55,764.51 annually  
Benefits package available

**EFFECTIVE DATE:** April 1, 2023

### General Description

This position is responsible for training and supervising staff, planning, and program development and implementation of various problem-solving courts within the Nineteenth Judicial Circuit. The position assists the Circuit in complying with policy and procedures, administering approved budgets, and performing related administrative and case management functions. The individual in this position oversees Drug Court (DC) and Mental Health Court (MHC), however, may assist in other specialty courts, as needed. The Program Coordinator serves as a liaison between the judiciary and court administration while working under the direct supervision of the Senior Court Operations Consultant. Work performance is reviewed through reports, conferences, and results achieved.

### Education and Experience Required

Bachelor's degree in business administration, criminology, social work, law, or a closely related field. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis. Four years of related work experience, including two years of supervisory experience. A Juris Doctorate degree from an accredited law school may substitute for up to three years of related work experience. Valid Florida State Driver's License required.

### Click Here to Apply

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### **Application Deadline: March 17, 2023.**

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer, and does not tolerate discrimination or violence in the workplace. Also, the State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

**If you are a person with a disability who requires a special accommodation to participate in the application/selection process please call the Human Resources Department at (772) 807-4370 (option 6)**